

NEW JERSEY DEPARTMENT OF
COMMUNITY AFFAIRS



2004 Cross-Acceptance Grant Application

Fiscal Year 2004

Administered by:
Department of Community Affairs
Office of Smart Growth
Adam Zellner, Executive Director

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State of New Jersey
James E. McGreevey,
Governor



Department of Community Affairs
Susan Bass Levin,
Commissioner

2004 Cross-Acceptance Grant Application

The most integral aspect of state and regional planning is the partnerships forged within and across government jurisdictional boundaries. As such, the Office of Smart Growth (OSG) is requesting grant applications from its planning partners* in order to provide funding assistance to them during Cross-acceptance. These grant monies are to be used toward the completion of the Cross-Acceptance Report, a mandatory element of the State Development and Redevelopment Plan (State Plan) adoption. The Cross-Acceptance Report is important because it provides valued input toward the preparation and revision of the 2004 Preliminary State Plan. The grants' objective is to facilitate and coordinate the items outlined herein, in accordance with the 2004 Cross-Acceptance Manual (the Manual), to work toward the adoption of the Final State Plan while supporting the concepts of the Smart Growth and the practice of regional planning in New Jersey.

I. PURPOSE~

The State of New Jersey has been experiencing a renaissance in community planning under Governor McGreevey's leadership. Suburban sprawl has become a problem that State and local officials are now trying to combat through the Governor's Smart Growth initiative. The State Planning Commission, through the OSG staff, has proposed Cross-Acceptance III, the collaborative process integrating the State Plan, county and local plans, as the tool for reaching this synthesis. Ultimately, Cross-accepting the new State Plan map data with the regional issues of where to develop, preserve and invest State resources will set a clear context for the community issues of local planning and design addressed in Plan Endorsement.

II. APPLICATION PROCESS~

Each negotiating entity should file a Cross-Acceptance Grant Proposal that takes into account the activities of the Cross-Acceptance Work Program as defined in the 2004 Cross-Acceptance Manual (the Manual). To apply for a Cross-Acceptance Grant, a participating county or municipality must intend to submit a Notice of Participation to the OSG or negotiating entity. OSG will prepare a grant agreement to be sent to the negotiating entity upon release of the 2004 Preliminary State Plan.

The applicants will provide planning services under the direction of their respective Cross-acceptance coordinator. All applicants are required to attend a pre-Cross-Acceptance Grant meeting on February 20, 2004 during the County Planners Association Meeting in Hominy Hills.

Eligible Activities

The grant is to be utilized for expenditures directly related to conducting any Cross-acceptance activities called for in the State Planning Rules, N.J.A.C. 5:85 through the 2004 Cross-Acceptance Manual. Expenditures may include such items as staff salaries (pro-rated to the actual time spent on Cross-acceptance), consultant fees (when contracted specifically for Cross-acceptance activities) and some soft costs such as postage or reproduction. All anticipated expenditures must be included in the preliminary expenditures and itemized within the proposed budget. Once submitted, amendments to that budget will require written OSG approval and will be reflected in the final actual expenditures report.

* The term *planning partners* is not meant to exclude professional planning consultants hired to act or assist counties or municipalities with Cross-acceptance. All consultants must be pre-qualified by the Office of Smart Growth.

III. CONTENTS OF PROPOSAL and EXPECTATIONS~

To speed and simplify Proposal evaluation and to assure that each Proposal receives the same orderly review, all Proposals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to this Request For Grant Application. OSG reserves the right to include the selected Proposal or any part thereof in the negotiated contract. The following are to be included in the proposal:

- **Cover Page** (attached form)
- **Summary Statement:**
The Proposal shall contain an opening statement (two to four paragraphs) summarizing how the Project Team will accomplish the goals of the project.
- **Statement of Team Qualifications and Project Administration:**
The Proposal shall identify the firms, organizations, and individuals within each participating in the project. General qualifications and relevant experience shall be described for each firm or organization, and specific qualifications and experience shall be described for each individual assigned to the project (not including individuals serving in administrative or technical support roles). Prior relevant projects should be included.

Contact information, including name, title, street and mailing addresses, telephone, fax, and e-mail and Web site addresses shall be provided for the lead members of the Project Team in each firm or organization. This section should also identify a Project Team Manager/Principal Contact in order to provide a single, authoritative point of contact between the Project Team and the State's Project Managers and Area Planners.

- **Scope of Work/ Schedule of Deliverables:**
For the purposes of this Request For Proposal, each applicant shall include a scope of work describing how the following tasks, in accordance to 2004 Cross-Acceptance Manual, are to be accomplished.

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| • Cross-Acceptance Grant application meeting (Smart Growth Resource Forum) | February 20, 2004 |
| • Cross-Acceptance Grant applications due | March 31, 2004 |
| • Release of 2004 NJ State Development and Redevelopment Plan, <i>Grants announced</i> | April 21, 2004 |
| • Notice of Participation, Cross-Acceptance Work Program Due | Within 45 days; No later than June 5 |
| • Coordination with OSG on County Cross-Acceptance Information Meetings | May 2004 |
| • Participation in County Cross-Acceptance Informational Meetings | June 5 ~ July 20, 2004 |
| • Submission of Cross-Acceptance Reports | By October 21, 2004 |
| • Negotiation (Agreements and Disagreements with State Plan) | October 22, ~ February 28, 2005 |
| • Coordinate and submit Final Report and outcomes with OSG | March 2 |

- **Detailed Project Budget:**

Please provide a detailed project budget. Indicate if the proposal relies solely on internal staff or will enlist consultants for all or a portion of work. Any consultants hired must be pre-approved by the Office of Smart Growth. The cost proposal will contain the following information for the prime consultant and each sub-consultant:

 - Provide a general list of associated tasks and estimates of hours to be worked for staff to be assigned to the project
 - Estimates of direct costs (postage, printing, etc.)
- **Additional Requirements**
 1. Applicants are required to attend a Pre-Cross-Acceptance Grant meeting on February 20, 2004 during the County Planners Association Meeting in Hominy Hills.
 2. Applicants must intend to submit the Notice of Participation and Work Program to be eligible. Note: The work program in the Cross-Acceptance Manual is intended to guide the grant application, but in-itself is due 45-days after the release the Preliminary Plan. Additional Information may be required.

IV. ADMINISTRATIVE INFORMATION~

1. Project Management

Cross-acceptance will be managed for the State of New Jersey by the OSG as staff for the State Planning Commission. When appropriate, OSG will also partner with the appropriate State Agency as issues arise. To the extent feasible, OSG will work with the Negotiating Entity on its Cross-Acceptance Report and provide technical support. The contract will be cost reimbursable with fixed fee payable upon receipt of the Work Product.

The project managers are:

Adam Zellner, Executive Director
Office of Smart Growth
101 S. Broad St
PO Box 204
Trenton, NJ 08625
(609) 292-7156

Timothy Touhey, Chairman
NJ State Planning Commission
101 S. Broad St
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Trenton, NJ 08625
(609) 292-7156

Cross-Acceptance Coordinator

Maura McManimon
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Planning Unit Manager

Paul Drake, PP/AICP
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pdrake@dca.state.nj.us

Plan Implementation Manager

Carlos Rodrigues, PP/AICP
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crodrigues@dca.state.nj.us

Plan Implementation Grant Coordinator

Charles Latini, PP/AICP
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clatini@dca.state.nj.us

Area Planning Representatives

Sussex, Warren, Hunterdon, Somerset

Paul Drake, PP/AICP
(609) 292-3730
pdrake@dca.state.nj.us

Atlantic, Cape May, Cumberland, Ocean,
Monmouth

Joseph Donald, PP/AICP
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Mercer

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Middlesex, Union

Curt Lavalla, AICP
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Bergen, Essex, Hudson, Morris, Passaic

Megan Lang
(609) 633-7739
megan.lang@dca.state.nj.us

Burlington, Camden, Gloucester, Salem

Khara Ford
(609) 633-8573
kford@dca.state.nj.us

2. Proposal Evaluation Criteria

Proposals will be evaluated and ranked based on the following criteria and weights:

1. Overall ability to achieve the purposes of the project. (25 points)
2. Extent the Proposal is consistent with the specified procedures and desired outcomes. (25 points)
3. Extent the Negotiating Entity or its representatives are qualified to successfully complete the tasks specified within the constraints of the project. (15 points)
4. Extent the Schedule of Deliverables demonstrates acceptable rates of progress and provides opportunities for adequate input and review by the agencies involved. (15 points)
5. Innovations in methodology and/or analytical or technical approach proposed. (10 points)
6. Extent that proposal takes into account the recommended elements of the Cross-Acceptance Manual. (10 points)

Meetings with each Negotiating Entity may be scheduled prior to the due date of the grant application upon request.

3. Submission of Applications

1. Submissions are due by March 31, 2004
2. Submit one (1) original, five (5) copies and an electronic version to clatini@dca.state.nj.us
3. All proposals should be sent to:
NJ Department of Community Affairs
Office of Smart Growth
101 S. Broad Street PO Box 204
Trenton, NJ 08625-0204
Attn: Mr. Charles Latini

For additional information, contact Charles Latini at (609) 292-7156.

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2004 Cross-Acceptance Grant Application Fiscal Year 2004

PROJECT INFORMATION

County: _____ Square Miles: _____

Number of Municipalities: _____

Smart Growth Planning Grants completed or in progress:

CONTACTS

Project Manager:

Authorized Representative:

Phone:

Fax:

E-mail:

BUDGET

Total Project Budget: \$ _____

Grant Request: \$ _____

Local Match: \$ _____, staff or other services.

Reminder: Submissions are due by March 10, 2004. Submit one (1) original, five (5) copies and one (1) electronic version to clatini@dca.state.nj.us. All proposals should be sent to: NJ Department of Community Affairs, Office of Smart Growth, 101 S. Broad Street PO Box 204, Trenton, NJ 08625-0204, Attn: Mr. Charles Latini.